# INSTRUCTIONS

PART I - INSTITUTION AND STATE AGENCY

Enter the names of the institution and state agency. A separate form must be completed for each institution. In Alaska, state agency institutions are: Bethel Youth Facility (Lower Kuskokwim), Fairbanks Youth Facility, Johnson Youth Center (Juneau), Mat-Su Youth Facility, Marathon School (Kenai), McLaughlin Youth Center (Anchorage).

PART II - BASIS FOR ELIGIBILITY

Respond “yes” or “no” to each of the three questions. If the answer is no to any one of these questions, the institution or community day program does not qualify.

* In question 1, a “regular program of instruction” means an education program (not beyond grade 12) in an institution or a community day program for neglected or delinquent children that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non-federal funds. Neither the manufacture of goods within the institution nor activities related to institutional maintenance are considered classroom instruction.
* In question 2, a “state agency” means an agency of state government responsible for providing free public education for children in institutions for neglected or delinquent children, community day programs for neglected or delinquent children, and adult correctional institutions. In Alaska, state agency institutions are those operated by the Department of Health & Social Services, or by the Department of Corrections, and the instructional program is provided by the school district.
* In question 3, an “average length of stay” is calculated by determining the length of time each child entering the institution stays and dividing that number by the total number of children passing through that institution during a given year. The average length of stay for all children in the institution must equal at least 30 days. An individual child in an institution, however, would not necessarily have to stay for 30 days.

PART III - TYPE OF INSTITUTION AND ENROLLMENT

Check the category that fits the definition of the institution. Do not report institutions that do not meet any of the four definitions.

For the category of institution checked, furnish the number of children under 21, through age 20, enrolled in a state-funded regular program of instruction on a date in calendar year 2024 specified by the state agency. The date specified by the state agency must be consistent for all institutions or community day programs operated by the State agency, and the date must represent a school day within calendar year 2024. For Alaska, the date is **October 1, 2024**.

In order to be counted as enrolled, a child must be enrolled in a state-funded regular program of instruction for at least:

* 20 hours per week if in an institution for neglected or delinquent children or a community day program for neglected or delinquent children; or
* 15 hours per week if in an adult correctional institution.

PART IV - ADJUSTED ENROLLMENT

Calculations to adjust enrollment to reflect the relative length of the state agency's annual program. Multiply the enrollment determined in Part III by the number of days in the year that the educational program operates. Divide that number by 180 to determine the adjusted enrollment.

PART V – CERTIFICATION

The appropriate institution and state agency official should sign certifying that the information provided meets the requirements of Title I, Part D, Subpart 1, and is complete and accurate. (Note: Because this data will generate federal funds, it is subject to audit and must be supportable from documented records.)

PART I - INSTITUTION AND STATE AGENCY

**Name/Address of Facility**

*Name of Facility*

*Street Address*

*City, State, Zip Code*

**Return To**

Jeanny Smith, Education Associate II,

eed.NorDdata@alaska.gov (please use [ZendTo](https://drop.state.ak.us/drop/))

Department of Education & Early Development

P.O. Box 110500 • 333 Willoughby AVE, 9th FL, State Office

Juneau, AK 99811-0500

**Return to the Department of Education & Early Development by November 11, 2024**

See instructions on the first page of this document.

PART II - BASIS FOR ELIGIBILITY

1. Is a regular program of instruction provided for the children in the institution or community day school?

 [ ]  YES [ ]  NO

1. Is the state agency responsible for providing free public education for the children in the institution or community day school?

 [ ]  YES [ ]  NO

1. Is the average length of stay in the institution or community day program at least 30 days?

 [ ]  YES [ ]  NO

**IF THE ANSWER TO ALL THREE QUESTIONS ABOVE IS “YES,” PROCEED TO PART III**

PART III - TYPE OF INSTITUTION AND ENROLLMENT

**ON OCTOBER 1, 2024, THE NUMBER OF CHILDREN UNDER 21 ENROLLED IN A REGULAR PROGRAM OF INSTRUCTION SUPPORTED BY STATE FUNDS FOR AT LEAST…**

| **Institution Type** | **Institution Type - Definition** | **20 hours per week**  | **15 hours per week** |
| --- | --- | --- | --- |
| [ ]  | **INSTITUTION FOR NEGELCTED CHILDREN**A public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable state law, due to abandonment, neglect, or death of their parents or guardians. |       | **N/A** |
| [ ]  | **INSTITUTION FOR DELINQUENT CHILDREN & YOUTH**A public or private residential facility that is operated for the care of children who have been adjudicated to be delinquent or in need of supervision. |       | **N/A** |
| [ ]  | **COMMUNITY DAY PROGRAM**A program of instruction provided by a state agency at a community day school operated specifically for neglected or delinquent children. |       | **N/A** |
| [ ]  | **ADULT CORRECTIONAL INSTITUTION**A facility in which persons are confined as a result of a conviction for a criminal offense, including persons under 21 years of age. | **N/A** |       |

PART IV - ADJUSTED ENROLLMENT

Calculations to adjust enrollment to reflect the relative length of the state agency's annual program.

Enrollment (from Part III) x No. of Days Per Year Educational Program Operates = Adjusted Enrollment.

| **Enrollment (Pt. III)** | **Multiplied by** | **Days per Year Educational Program Operates** | **Divided by 180** | **Equals** | **Adjusted Enrollment** (select table, press “F9” to update calculation) |
| --- | --- | --- | --- | --- | --- |
|       | **X** |       | **÷ 180** | **=** | **0.0** |

PART V – CERTIFICATION

**Name of Institution Official:**  **Signature:       Date:**

**Name of School District Official:** **Signature:       Date:**

**Name of State Agency Official:** **Signature:       Date:**